

HAWAII PUBLIC HOUSING AUTHORITY  
MINUTES OF THE REGULAR MEETING  
HELD AT 1002 N. SCHOOL STREET, BUILDING E  
HONOLULU, HAWAII 96817  
ON THURSDAY, AUGUST 18, 2011  
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority met for their Regular Board Meeting at 1002 N. School Street, on Thursday, August 18, 2011 at 9:01 a.m.

The meeting was called to order by Director Espero at 9:01 a.m. and, on roll call, those present and absent were as follows:

**PRESENT:** Director David Gierlach, Chairperson  
Director Jason Espero  
Director Roger Godfrey  
Director Desiree Kihano  
Director Patricia McManaman  
Director Debbie Shimizu  
Director Trevor Tokishi  
Director George Yokoyama  
  
Executive Director, Denise Wise  
Deputy Attorney General, Jennifer Sugita

**EXCUSED** Chairman Travis Thompson  
Vice-Chairman Matilda Yoshioka

**STAFF PRESENT:** Clarence Allen, Fiscal Officer  
Barbara Arashiro, Executive Assistant  
Nicholas Birck, Housing Planner  
Becky Choi, State Housing Development Administrator  
Gianna Guitron, Resident Services Program Specialist  
Diane Johns, Property Management Specialist  
Kiriko Oishi, Housing Compliance and Evaluation Specialist  
Joanna Renken, Public Housing Supervisor  
Rick Sogawa, Contracts and Procurement Officer  
Dionicia Piiohia, Secretary to the Board

**OTHERS:** Genie Kincaid  
Tim Garry, private resident  
Wilfredo Tungol, Department of Human Services

**Proceedings:**

Director Espero declared a quorum present and introduced Ms. Desiree Kihano, a new member to the Board of Directors. Ms. Kihano is the resident member of the Board and replaced Ms. Clarissa Hosino. Director Kihano stated that she was pleased to be appointed to the Board. Ms. Denise Wise, Executive Director also welcomed Ms. Kihano and stated that Ms. Kihano is a member of the Resident Advisory Board (RAB) as well.

It was explained to the Board that since Chairperson Thompson and Vice-Chair Yoshioka were not able to attend the meeting, as Secretary for the Board, Director Espero would be acting as Chair.

The business of the Board proceeded with approval of the Annual Meeting Minutes of July 21, 2011. Director Shimizu moved and Director Tokishi seconded to approve the minutes as amended:

**Page 2 - to correct Victor Giminiani's last name to "Geminiani" and Wilfred Tungoe to "Wilfredo Tungol."**

**The minutes were unanimously approved with amendments, and Director Gierlach abstained.**

Director McManaman arrived at 9:05 a.m.

The business of the Board proceeded with approval of the Regular Meeting Minutes of July 21, 2011. Director Shimizu moved and Director Tokishi seconded to approve the minutes as amended:

**Page 5 - to correct Victor Giminiani's last name to "Geminiani."**

**The minutes were unanimously approved with amendments, and Director Gierlach abstained.**

The approval of the Executive Session Minutes of July 21, 2011 was postponed until later in the meeting, and to be addressed prior to adjournment.

The business of the Board continued with approval of the Proposed Amendment to the Special Meeting Minutes of July 7, 2011. Director Gierlach requested that points of clarification be considered for the minutes. Director McManaman suggested that since the clarifications are not part of the record of the July 7, 2011 meeting, the clarifications should be made part of today's record when the Board addresses the applicable agenda item. It was further noted that the clarifications will be made at the appropriate agenda item.

Director McManaman moved and Director Shimizu seconded to approve the Proposed Amendments to the Special Meeting Minutes of July 7, 2011

**The minutes were approved, and Director Kihano abstained.**

**Public Testimony:**

Mr. Tim Garry, private resident congratulated Director Kihano and stated that Travis Thompson should remain as Chairperson of the Board for continuity purposes.

**For Action:**

**Motion: To Elect a Chairperson for the Hawaii Public Housing Board (“HPHA”) of Directors for a One Year Term.**

**Director Tokishi moved and Director Gierlach seconded to open the nomination for Chairperson.**

Director Godfrey nominated Director Thompson and distributed a written statement from Chairperson Thompson stating his desire to remain as Chair. Director Shimizu nominated Director Gierlach.

**Director Tokishi moved and Director Shimizu seconded to close the nomination.**

The motion was unanimously carried.

Director Tokishi commented that Chairperson Thompson mentioned at the previous board meeting that he devotes approximately 50-60 hours a month on the business of the Board and he asked Director Gierlach if he was aware of the time commitment. Director Gierlach responded in the affirmative.

With no further discussion Director Espero called for the vote and requested that when the Directors cast their vote to do so by a show of hands. Director Thompson’s name was called for the vote and received one vote. Director Tokishi asked for clarification if Director Espero could vote as acting Chair.

At the request of Deputy Attorney General Jennifer Sugita, Director Espero called for a recess at 9:28 a.m. Director McManaman moved, and Director Gierlach seconded to go into recess.

The meeting reconvened at 9:44 a.m. and was called to order.

Ms. Sugita reported that she reviewed the Roberts Rules of Order, the HPHA By-Laws, and consulted other Deputy Attorneys General, to determine whether the Chair can vote. From prior history, the Chair usually votes and not only in the event of a tie.

Upon clarification by Deputy Attorney General Sugita, Director Espero continued the election process and stated that there was one vote cast for Director Thompson for Chairperson by

Director Godfrey, and called for a vote by a show of hands for Director Gierlach for Chairperson. The votes were as follows:

Ayes:            Director Espero  
                     Director Gierlach  
                     Director McManaman  
                     Director Shimizu  
                     Director Tokishi  
                     Director Yokoyama

Abstain         Director Kihano

Director Gierlach was elected Chairperson for the HPHA Board of Directors. At that time, Chairperson Gierlach took the gavel and chaired the balance of the meeting.

**For Actions:**

**Motion:         To Appoint Members to the HHA Wilikina Apartments Project, Inc. Board of Directors.**

**Director Godfrey moved and Director Tokishi seconded.**

Director Shimizu commented that three (3) members are on the Board, Directors Thompson, Yoshioka and Godfrey and asked how many more to be elected. Ms. Wise reported that the HHA Wilikina Apartments Project, Inc. (Wilikina) By-Laws require that there be no less than (3) and no more than eight (8) directors on the board requiring 4 members for a quorum. Chairperson Gierlach called for a motion to open the nomination of the Wilikina Board of Directors.

**Director McManaman moved and Director Espero seconded to open the nomination.**

Director McManaman was nominated and declined, however she nominated Director Espero. Director Tokishi nominated Director Shimizu and Director Kihano. Director Shimizu declined the nomination. Director Kihano nominated Director Tokishi, who declined the nomination. Director Tokishi nominated Director Gierlach.

**Director McManaman moved and Director Tokishi seconded to close the nomination.**

The motion was unanimously carried.

Chairperson Gierlach named the appointed members, Directors Espero, Kihano and Gierlach to the HHA Wilikina Board of Directors.

**Motion: To Adopt Resolution No. 53 Expressing Appreciation to Mr. R. Eric Beaver, Esq.**

**Director Godfrey moved and Director Shimizu seconded.**

The motion was unanimously carried.

**Motion: To Reappoint Ms. Ludvina Takahashi and Mr. Gary Mackler to the HPHA's Kauai Eviction Board and Mr. Mark Nishino to the Maui Eviction Board for a Two-Year Term Expiring on August 31, 2013.**

**Director McManaman moved and Director Kihano seconded.**

Director Tokishi asked if Mr. Nishino's resume was up to date. Ms. Wise explained that this is a reappointment and not a new member and that a previous resume was attached. She will ensure that on reappointments staff secure updated resumes.

The motion was unanimously carried.

**Motion: To Adopt Board Resolution No. 54 Approving the HPHA's Section 8 Management Assessment Program Certification and Scores for the Fiscal Period July 1, 2010 to June 30, 2011.**

**Director McManaman moved and Director Espero seconded.**

Director McManaman asked if the report is submitted prior to the federal review. Ms. Wise said yes and will send the Section 8 Management Assessment Program (SEMAP) Certification to the Honolulu U.S. Department of Housing and Urban Development (HUD) Field Office.

Director Tokishi commented that the score of 138 is appears very good relative to the scoring totals. He asked why on Indicator 3 Determination of Adjusted Income came in at 89 percent. Ms. Wise explained 89 percent was a result of staffing. Director Tokishi inquired regarding Indicator 14 Family Self-Sufficiency (FSS) and if the escrow accounts earn interest. Ms. Wise would confirm.

Director McManaman suggested including in the orientation package for families planning to move into public housing a section on asset building and include the FSS information.

Ms. Wise commented that the SEMAP report is due to HUD on August 29, 2011 and is electronically submitted. Chairperson Gierlach requested copies of the supporting documents of the SEMAP certification. Ms. Wise will provide the documents.

There being no further discussion, the motion was unanimously carried.

RESOLUTION NO. 54

HAWAII PUBLIC HOUSING AUTHORITY  
STATE OF HAWAII

RESOLUTION APPROVING THE SECTION 8 MANAGEMENT ASSESSMENT  
PROGRAM (SEMAP) CERTIFICATION

WHEREAS, the Board of Directors of the Hawaii Public Housing Authority, in compliance with the U.S. Department of Housing and Urban Development (HUD) management performance requirements for Fiscal Year 2011, has reviewed the Section 8 Management Assessment Program (SEMAP) Certification, herein attached, and


WHEREAS, SEMAP provides policies and procedures for HUD's use in identifying Public Housing Agency management capabilities and deficiencies, and

WHEREAS, HUD will utilize the SEMAP to practice accountability, monitoring, and risk management.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority hereby approves the SEMAP Certification for FY ending June 30, 2011.

The UNDERSIGNED, hereby certifies that the foregoing Resolution was duly adopted by the Directors of the Hawaii Public Housing Authority on August 18, 2011.

Adopted:

  
\_\_\_\_\_  
By: DAVID GIERLACH  
Its: CHAIRPERSON

**Motion: To Authorize the Executive Director to Hold Public Hearings Regarding Changes to the Admissions and Continued Occupancy Policy to Include the HPHA's Language Access Policy.**

**Director Tokishi moved and Director Kihano seconded.**

Ms. Wise requested to hold public hearings to adopt the HPHA's Language Access Policy to be included into the Admissions and Continued Occupancy Policy (ACOP). Ms. Kiriko Oishi, Housing Compliance and Evaluation Specialist explained that the HPHA provides language assistance to Limited English Proficient (LEP) individuals and that the proposed changes to the ACOP will inform tenants that the language they understand can be interpreted and that the HPHA is obligated under law to provide interpretation to people that qualify.

Chairperson Gierlach asked where the public hearings are held. Ms. Oishi said that the hearings are at various locations statewide at the public housing facilities and there are two held on Oahu and the island of Hawaii. The hearings are coordinated with the RAB and Tenant Associations.

The motion carried, Director McManaman abstained.

#### **Reports:**

**Board Task Force Reports:** There are none due for the month of August 2011.

#### **Executive Director's Report:**

Director McManaman asked what the changes are to the reasonable accommodations. Ms. Oishi explained that the new forms and streamlining the process will shorten the approval notification to the tenants within 21 days. The Compliance office approves requests that managers are not able to approve. The Compliance office also checks with doctors, costs, larger units or requests that cannot happen.

Director McManaman asked if a door to door survey at Mayor Wright Homes (MWH) was done in regards to the hot water problem. Ms. Wise said yes and that no one had problems.

Director Godfrey stated that last year was the first year that HPHA drafted a budget and presented it to the Board. Director Godfrey commented on the agency's budget verses actual comparison and that the budget depreciation has improved. Ms. Wise said that staff will be restating the budget cost for Fiscal Year (FY) 2011-2012 and has met and will continue to meet with the Asset Management Projects (AMP) managers every other month.

Director Shimizu asked about the meetings with Senator Chun Oakland and Senator Wakai. Ms. Wise said the meeting with Senator Chun Oakland is about the two remnant parcels above the Puahala Homes and Lanakila Health Center that is under the Department of Land and Natural Resources (DLNR). If the HPHA accepts the parcels, the concern is the cost of maintenance. Mr. Nicholas Birck, Housing Planner commented that the meeting with all partners had taken

place and that Senator Chun Oakland is confirming with the City and County's agreement to indefinitely maintain the parcels if the HPHA accepts. Mr. Birck will provide more information to the Board.

Ms. Wise said that Senator Wakai informed the HPHA that Mr. Marcel Camacho, Executive Director of the Guam Housing Authority was in Honolulu and wanted to meet for an exchange of information on various programs.

Director McManaman asked for clarification and a brief explanation regarding the Real Estate Assessment Center (REAC) rescoring process. Ms. Wise explained that there were two AMPs to date, that the HPHA submitted database adjustment requests. That the adjustment requests are submitted when a PHA has an active contract on an item that was noted and impacted the REAC score of a property. Ms. Wise noted that for example MWH scored 66, and that one of items noted on the REAC inspection was roof and gutter issues. Currently MWHs has an active contract for roofs and gutters. She further noted that although there is a contract for repair, the REAC inspector must still cite the issue.

Chairperson Gierlach asked why Kuhio Homes is still failing. Ms. Wise reported that the project is part of the redevelopment effort and is included in phase 2 of the Kuhio Park Terrace redevelopment effort. She will update the Board with the scores and submit a corrective action plan to the board for the AMPs that received a failing score.

Ms. Wise presented and reported on the vacant unit information. Ms. Becky Choi, State Housing Development Administrator gave an update on the construction, modernization and funding status of the type of units. Director McManaman asked if there is a process when tenants or tenant's guest causes property damage, if civil actions were taken, and requested that the HPHA pursue criminal property damage claims against tenants who willfully damage the units. As a deterrent, tenants should be informed at orientation that if they commit property damage, they could be prosecuted for criminal property damage.

Director McManaman requested that the HPHA examine the procurement issues that are delaying the Capital Improvement Program (CIP) and construction contracts and to add to the Agenda for the Board to take action on proposed changes to the procurement process for the next legislative session.

Director Yokoyama commented that Lanakila Homes is an eyesore, 18 of his employees live there, that visitors and people in the community used to see the lawns clean and now it has been unkempt for many years. Ms. Wise asked for clarification which parcel was he referring to. He clarified by stating the parcel with all the vacant units. It was explained that the HPHA has submitted a demolition application for those units 10 years ago and HUD approved the application. The HPHA then submitted an application to "undemo" six units approximately 3-4 years ago. The HPHA is now undertaking the effort to resubmit to demo approval for the 6 units. Ms. Choi explained that the consultant contract is doing the last phase, funding, design, construction bid, is ongoing and may take approximately three years. Director McManaman commented that AMP 37 has the highest repair rate. Ms. Wise explained that units are being checked for what the HPHA staff can repair and is looking to outsource the balance of what staff



cannot do and will work with the union further. The central maintenance staff has traveled from Oahu to AMP 37 to do maintenance and repair work.

Chairperson Gierlach asked who prepares and determines the agenda. Ms. Wise explained that staff meets after each Board meeting to follow up on items and issues discussed at the Board meeting, and what the Board may have earmarked as future agenda items. The proposed agenda is then forwarded the Chair for review and consideration. Chairperson Gierlach requested that the agenda be forwarded to all Board members. Chairperson Gierlach also asked to put on the Agenda discussion on the feasibility to hold meetings at various housing sites. Director McManaman added that the Board can tour the facility after the meeting.

Chairperson Gierlach called a recess at 10:50 a.m. and the meeting reconvened at 11:04 a.m. At this time, he called for a motion to go into Executive Session.

**For Information/Discussion:**

**Information:** *Kolio, et al v. State of Hawaii, Hawaii Public Housing Authority; Denise Wise in her Official Capacity as Executive Director (Civil Case No. CV11-00266 and Civil No. 11-1-0795)*

**Motion:** *To go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(4) to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to Kolio, et al v. State of Hawaii, Hawaii Public Housing Authority; Denise Wise in her Official Capacity As Executive Director (Civil Case No. CV11-00266 and Civil No. 11-1-0795)*

**Director Shimizu moved and Director Tokishi seconded.**

The motion was unanimously carried.

**The Board moved out of Executive Session and the meeting reconvened at 11:29 a.m.**

**Discussion:** **HPHA's Legislative Proposals the Supplemental Year (FY2012-2013).**

Ms. Wise reported that the HPHA continues to meet with the Housing Committee Chairs on upcoming legislation issues. Mr. Birck added that the State CIP appropriation language in expending the funds needs amending to allow the agency flexibility to respond to capital needs as they arise and not as prescribed. The RAB requested an amendment to the statutes to reduce the appointment of the Resident Board members so that the RAB need only provide three names to the Governor, instead of five. Procurement issues will also be included in the legislative proposal.

**Discussion:** **HPHA's Five Year and Annual Public Housing Agency Plan (PHA Plan).**

Ms. Wise informed the Board that the Public Housing Agency (PHA) Annual Plan is due to HUD on April 15, 2012 and presented the timelines and process. Mr. Birck explained the requirement is for all PHAs to produce a Five Year and Annual Plan to be eligible for federal funding. The prior plans were approved in 2009 and valid until 2014. Each year the agency evaluates the progress of meeting the goals of the Five Year Plan. The federal guidelines includes deadlines, public testimonies, changes made, public hearings statewide, meetings with the RAB and then comments will be given to the Board and to HUD.

Director Shimizu asked whether the Board's Task Force is involved, and provides input. Ms. Wise responded that the Task Force does provide input because federal projects and money are involved.

Director McManaman added that before the public hearings on proposed changes to the HPHA's policy, security protocols and enforcement strategies that HPHA first present the proposals to the Board. She requested to have a presentation to the Board on best practices on civil liberties issues for tenants and the public housing wait list preferences on homeless and victim of domestic violence. Chairperson Gierlach asked when the presentation can be made. Ms. Wise commented that staff needs to meet with the RAB and may come to the Board in November/December timeframe.

Director Yokoyama requested that the HPHA staff contact the Department of Labor, Director Dwight Takamine, regarding a committee that discusses grants. Mr. Birck will follow up.

Chairperson Gierlach called a motion to go into Executive Session.

**Motion: To go into Executive Session at 11:45 a.m. to approve the minutes of Agenda item II.C. Executive Session, July 21, 2011.**

**Director Shimizu moved and Director Espero seconded.**

The motion was unanimously carried.

The meeting reconvened at 11:52 a.m.

With no further business for the Board to conduct,

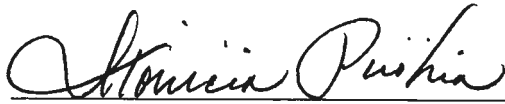
**Chairperson Gierlach moved to adjourn and Director Kihano seconded.**

The motion was unanimously carried.


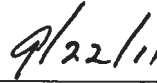
The meeting adjourned at 11:53 a.m.

## **MINUTES CERTIFICATION**

Minutes Prepared by:

Dionicia Piiohia  
Secretary to the Board/Recording Secretary


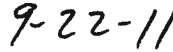
  


Date

Approved by the HPHA Board of Directors at their Regular Meeting on September 22, 2011


Jason Espero  
Director/Board Secretary

Date